



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **Vacancy Announcement**

**POSITION:**

**SENATE DEPUTY ARCHIVIST**

**DEPARTMENT:**

**Historical Office**

**SUMMARY:**

See Attached Position Classification

**SALARY RANGE:**

**\$50,390 - \$80,153**

**CONTACT:**

Human Resources  
Room SH-231B Hart Building  
Fax: 202-228-3603

**POSTING DATE:**

**June 22, 2010**

**DEADLINE FOR  
APPLICATIONS:**

**July 6, 2010** Applications will NOT be accepted after 6:00 p.m.  
Fax or hand deliver applications. Do NOT mail. No phone calls please.

**★ New ★ E-mail your submission to [resumes@sec.senate.gov](mailto:resumes@sec.senate.gov).  
Put the title of the position you are applying for in the Subject of  
your e-mail. If you do not reference the position you are applying  
for in the subject of your e-mail, your information may not be  
forwarded for further consideration.**

All applicants should submit a Secretary of the Senate Application for  
Employment with a cover letter and current resume to the Human Resources  
Department at the above address. Qualified candidates will be contacted if  
selected for an interview.



## Senate Deputy Archivist

**Department:** Historical Office  
**Reports to:** Senate Archivist

### NATURE OF WORK

This is administrative work evaluating, accessioning, describing, and retrieving official records of the Senate as dictated by U.S.C. Title 44, Section 2118. Work includes advising and assisting in the proper archiving of Senate records and advising on proper archiving of members' papers.

### ESSENTIAL FUNCTIONS

Assists the Senate Archivist in providing information and consultation to members, committees and congressional staff regarding the management, disposition, and preservation of textual and electronic records and in drafting and maintaining clear documentation of archival guidelines and procedures.

Communicates archival purposes and procedures to Senate staff to facilitate information and records preservation, responds to questions and requests, and ensures timely retrieval of requested information from the Center for Legislative Archives for Senate offices and committees.

Advises on the management and preservation of electronic record formats and takes a leading role in formulating guidelines for electronic records archiving.

Evaluates the content of textual and electronic records to determine appropriate disposition.

Creates inventories and descriptive information for textual and electronic record transfers using current archival descriptive standards to facilitate retrieval of information.

Administers transfers of records to the Center for Legislative Archives at the National Archives and Records Administration for Senate staff to ensure compliance with applicable laws and Senate rules.

Maintains archival supplies for offices and committees.

Performs other duties as assigned.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*



Work is essentially sedentary but does require travel between offices and the National Archives. Work also requires walking, standing, bending, carrying items up to 25 pounds such as books, papers, small parcels, etc.

## **MINIMUM QUALIFICATIONS**

Work requires a Masters degree in Library Science with a focus on archives management, or an advanced degree in Archives Administration or American History, or a related degree, with three to five years experience in the archival field focusing on collections and records management demonstrating the following knowledge, skills, and abilities:

Demonstrated knowledge of principles and practices of archival administration; knowledge of identification, preservation, arrangement, description, survey, and appraisal of records.

Demonstrated knowledge of electronic records management and practices and current digital preservation theory and practice. Familiarity with DACS, EAD, EAC, and other data standards.

Demonstrated ability to keep abreast of archival trends and professional developments.

Ability to work independently and exercise independent judgment in carrying out archival responsibilities.

Ability to maintain confidentiality and exercise discretion.

Demonstrated ability to utilize computers and related software packages.

Ability to work well under pressure and time constraints.

Ability to positively interact with members and staff at all levels of the organization, with tact and diplomacy.

Ability to communicate effectively, both orally and in writing and ability to be detail oriented.

Knowledge of the Senate Legislative Process, including Committee procedures, and American History preferred.

## **LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

Certification by the Academy of Certified Archivists preferred.

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